

**Request for Qualifications (RFQ)
For An
ENERGY SAVINGS PERFORMANCE
CONTRACT**

**Submittal Date
Monday July 9, 2007**

**City of Houston
Building Services Department**

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR AN
ENERGY SAVINGS PERFORMANCE CONTRACT**

I. PURPOSE

The Building Services Department (BSD) invites the submittal of Statements of Qualification (SOQs) from firms interested in providing design and construction of energy savings measures. It is the City's intent to award an energy savings performance contract to the most qualified firm pursuant to Texas Local Government Code Chapter 302. The services will be performed on a work order basis as assigned by the City.

The firm will provide all services necessary to implement energy savings measures including but not limited to the following: assess and verify existing conditions; review and verify City's design standard requirements; program and develop a needs assessment; provide drawings and specifications; provide computer-aided design and drafting (CADD) documentation; provide permitting services; estimate construction costs; provide value engineering; arrange and conduct meetings; carry on normal construction administration and perform all construction activities; and assist in warranty reviews.

II. PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held at 10:30 a.m., on June 25, 2007, at City Hall Annex, 900 Bagby Street, Second Floor, Conference Room 246, to discuss this solicitation. Attendance at the meeting is not mandatory.

Before the pre-submittal meeting date, the City will welcome any **written** questions submitted, faxed or e-mailed to:

Phil Golembiewski, P.E.
City Engineer
Building Services Department
900 Bagby, Second Floor
Houston, Texas 77002
Fax: 713-437-6859
Philip.Golembiewski@cityofhouston.net

- The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ.

- Addenda will only be provided to pre-submittal meeting attendees and known RFQ holders registered with BSD.
- No Addendum will be issued later than noon on Tuesday before the Submittal Date, except Addenda with minor clarifications, withdrawing RFQ, or postponing the Submittal Date.

III. REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

The City is seeking a highly qualified firm to implement energy saving measures. The required qualifications are to be demonstrated in the experience of the proposed team. A Selection Committee composed of representatives from BSD will review the SOQs. The criteria used to evaluate the RFQ responses will include the following:

1. Completeness of submittal response: SOQ follows the prescribed format and contains all information requested in RFQ (maximum 5 points).
2. Experience in similar or relevant projects by firm, as shown in Project Briefs (maximum 10 points).
3. Experience in similar or relevant projects by individuals who would be assigned to this project, as shown in Project Briefs (maximum 10 points).
4. Experience of proposed subcontractors and suppliers to be used on similar projects (maximum 10 points).
5. Track record of meeting deadlines and working within a budget, as described in Section 3 Narrative and as shown in Project Briefs (maximum 10 points).
6. Understanding of City's needs and appropriateness of firm's approach to this project, as described in Section 3 Narrative (maximum 15 points).
7. Applicability and quality of references, as provided in Section 4 Testimonials (maximum 5 points).
8. Total Point Value for the criteria noted above equals 65 points.

IV. SUBMITTALS

Six copies of sealed submittals are required. **Submittals shall be delivered to City Secretary** of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby Street, Houston, TX 77002, at or before 2:00 p.m., local time, **Monday, July 9, 2007**. Late submittals will not be accepted for any reason. All submittals must be provided in a sealed box clearly labeled on the outside with the Respondent's name, name of Project, and Building Services Department.

To enable the City to efficiently evaluate SOQs, Respondents are urged to strictly follow the required format in preparing their SOQ.

Each copy of the SOQ shall be bound using GBC or other semi-permanent binding method, to ensure that pages are not lost. Each copy shall be no more than one-half inch thick. Pages shall be no larger than letter-size 8 ½" x 11" or, if folded to that dimension, twice letter size 11" x 17". Each section, as defined below, shall be separated by a tabbed divider. Elaborate covers, binding, dividers, and the like, are not required nor wanted. **NOTE:** One of the submittals shall be labeled "ORIGINAL" on the outside cover and shall contain original documents where specified below.

Each SOQ shall be organized in the following order:

- A. **Outside Cover and/or first page:** Shall contain the name of the SOQ ("Statement of Qualifications for an Energy Savings Performance Contract"), the name of the Respondent, and the submittal date. Remember to label the cover of one copy, with original documents in it, "ORIGINAL" on the cover.
- B. **Table of Contents:** The next page shall be a table of contents.
- C. **Section 1 Divider (Letters and Forms)**
 1. **Transmittal Letter:** The first page following the divider shall be a one-page letter transmitting the SOQ to Phil Golembiewski, P.E., City Engineer, Building Services Department. The transmittal letter shall say that the signer of the document is authorized by the Respondent to sign the document. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of Respondent.
 2. **MBE/WBE/SBE Letter(s):** Following the transmittal letter shall be a one-page letter from each City-certified MBE/WBE/SBE firm included on the team, indicating the MBE/WBE/SBE firm's desire to be included on the team and indicating a general statement of the scope of services the MBE/WBE/SBE firm will perform if Respondent is selected. **NOTE:** The scope of services proposed by the MBE/WBE/SBE firm must match the service for which the MBE/WBE/SBE firm is certified by the City. At least one copy of each of these letters shall contain the original signature of a partner, principal or officer of the MBE/WBE/SBE firm.
 3. **Copy of Conflict of Interest Questionnaire** (Texas Ethics Commission Form CIQ found at www.ethics.state.tx.us/forms/CIQ.pdf): Per House Bill 914, effective 1/1/06, original form shall be filed with City of Houston's Records Administrator (Ms. Anna Russell, City Secretary, 900 Bagby, Public Level, Houston, Texas 77002). Respondents shall include a copy

of the form that was submitted to the City Secretary as part of the SOQ package. Any questions about filling out this form should be directed to Respondent's attorney.

D. Section 2 Divider (Team Organization & Experience)

1. *Organizational Chart:* A simple organizational chart of the team, showing the reporting structure between the team members designated to perform the work.
2. *Project Brief:* The Respondent shall select three projects, to highlight, as best representing the firm's experience and three projects to highlight the Project Manager's experience, and provide a briefing sheet for each. Each briefing sheet shall be one-page and should contain information, which shows the capability of the firm and Project Manager to provide the range of services that are required by this project. The work described must have been performed within the past eight years. At least one of the projects shall be for \$3 million, or more, in construction cost. No more than two of the projects may be for the same client. Minimally, each brief shall contain:
 - a. Project Name and Location
 - b. Year Project Completed (or "In Design" or "Under Construction") and brief explanation regarding steps Respondent's team member took to maintain project schedule
 - c. Short Description of Services Provided
 - d. How this project experience relates to this RFQ project
 - e. Name of Client and/or Owner/Operator and current telephone number and/or e-mail address
 - f. Final Construction Cost, and whether or not it was within the project's original budget
 - g. Total Construction Time, and whether or not the project was completed on time
3. *Graphic Information:* If the Respondent includes photographs, drawings or other graphical information about any of the three projects, the back of the project brief, the facing page or a separate page may be utilized for this purpose. Photographs or other graphical information used to illustrate these projects may also be incorporated into the one-page brief sheet itself.

4. *Subcontractors and Suppliers:* Include proposed major subcontractors' experience on projects of similar scope, complexity, and value. Provide name, address, and telephone number of contacts for verification of experience.

E. Section 3 Divider (Narrative)

1. *Narrative:* The Respondent shall provide no more than three pages of narrative that describes:
 - Firm's understanding of the City's needs and Firm's approach to this project;
 - Firm's knowledge of the elements involved in this project, and approach to be taken for the services requested. Elements of the project such as assessment of existing conditions, timely scheduling, cost effectiveness, energy efficiency and environmental issues, quality control, agency regulations, operation, maintenance, and security may be included.
 - Firm's systems and processes for insuring quality and timely performance on projects;
 - Firm's track record of meeting deadlines and working within a budget

F. Section 4 Divider (Quality of Service)

1. *Testimonials:* Respondents may include no more than three one-page letters from clients and/or general contractors that they have worked with on previous projects. At least one copy of these letters shall contain the original signature of the person writing the letter. Letters should comment on budget and scheduling experiences, plus qualitative matters related to services received from the Respondent.
2. *Remarks:* Respondent may address issues that do not fall into any of the above categories or expand on their previous answers; however, these additional remarks are limited to a maximum of two pages.

V. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

- B. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.
- C. INTERVIEWS – After the screening of SOQs, Respondents will be notified, in writing, of their status in the selection process. If interviews are needed, short-listed Respondents may be given additional information for interviews. These interviews will relate less to the past experience and qualifications already detailed in the submittal and relate more to identification of the Respondent's program approach and to an appraisal of the people who would be directly involved in the project.
- D. INQUIRIES – Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. COST OF SOQS – The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.
- F. CONTRACT NEGOTIATIONS – This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by the City, a specific scope of work, fees, insurance coverages, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the project, the City may make the inclusion of a "key persons clause" a part of the contract negotiations.
- G. CONFIDENTIAL INFORMATION – All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their SOQs are subject to the provisions of the Texas Open Records Act and may be made public. CONFIDENTIAL or SENSITIVE information should not be included in the SOQ.
- H. CITY POLICIES & ORDINANCES – Respondents should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which relate to contracting with the City. More detailed guidance is available on request. The following is a partial list of relevant subjects:
 - 1. Equal Employment Opportunity
 - 2. MBE/WBE/SBE Participation Goals of 14%, 5%, and 3% respectively.

3. City of Houston Fair Campaign Ordinance
 4. Mayor's Drug Detection and Deterrence Policy and Procedures
 5. City Contracts and Indebtedness to Taxing Authorities
 6. Insurance requirements
- I. The City of Houston reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) select Respondents for the submittal of more detailed qualification; (4) accept any submittal or portion of a submittal; and/or (5) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest.



Phil Golembiewski, P.E.
City Engineer
Building Services Department

Date: 06-18-07